



Human Resources

DATE POSTED: April 28, 2005

REQ. # 05-102

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 04-28-2005 TO 05-04-2005, but will remain open until filled.

DEPARTMENT/DIVISION
ADMINISTRATION

POSITION AVAILABLE
CRIMINAL JUSTICE COORDINATOR

OF OPENINGS
1

STARTING SALARY
\$60,844.16 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 891
PAY GRADE: 28
SALARY: \$60,844.16 - \$97,329.23
CRIMINAL JUSTICE COORDINATOR

MAJOR FUNCTION: This position is responsible for implementing the criminal justice system assessment action plan, and carrying out the County's directives, which includes but is not limited to, gathering data, implementing initiatives and coordinating task forces. Position reports to the County Administrator.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge** - Knowledge of issues, controversies, current thinking, progressive ideas and programs related to the criminal justice system. Knowledge of the principles, practices and methods of grant development and monitoring. Comprehensive knowledge of the criminal justice system, planning and evaluation, and computer operations. **Abilities** - Ability to communicate effectively verbally and in writing at a professional level with a wide variety of individuals. Ability to compile and analyze facts and data, draw conclusions and prepare reports. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Plans and participates in continual coordination meetings with the County and subcommittees. Meets with representatives from various criminal justice system agencies to implement priorities established by PSCC and County. Analyzes and makes recommendations on implementing the action plan by presenting criminal data including both misdemeanor arrests and index crimes. Analyzes and makes recommendations on jurisdictional usage of jail. Compiles and analyzes criminal justices system budget data, including annual budgets and staffing patterns consistent with budget priorities. Researches additional issues specific to St. Lucie County as requested by the PSCC, and/or County Administrator. Provides the PSCC and County Administrator with status reports on progress of recommendations and implementations. Develops and evaluates grant applications; reviews current grants and makes recommendations for funding which will reduce or control crime and/or improve the criminal justice system. Represents the County at special functions and seminars associated with the education of the public and the improvement of the criminal justice system. Performs related duties as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near and far vision and good hearing. Frequent walking, sitting and standing. Ability to lift occasionally 30 pounds. Ability to speak clearly and concisely.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Graduation from an accredited college or university with a Bachelor's or Master's degree in a closely related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Six (6) years of progressively responsible criminal justice experience, at least two (2) of which must have been in a management or administrative capacity.

LICENSE, CERTIFICATION OR REGISTRATION: Must possess a valid state driver's license and have a satisfactory driving record.